

## DLA MECHANICSBURG, CHIEF OF CONTRACTING DIRECTORATE (DSCC-ZI)

### MISSION:

To provide full life-cycle contracting expertise and execution for the acquisition of any depot-level reparable items assigned for procurement action to the DLA Mechanicsburg. This shall include providing assistance to customers in developing appropriate acquisition strategies, and performing the full range of planning, execution, and administration of contractual actions to help ensure timely delivery of the required supplies. DLA Mechanicsburg will strive to team with other DLA and Component Contracting Activities to leverage DOD's buying position, present a unified, single face to industry, and implement improved business processes, with the overall goal being improved support and readiness within the warfighters' supply chains.

### FUNCTIONS:

To perform the full-range of contractual support, actions, and functions required to ensure the timely delivery of depot-level reparable items assigned for procurement action to DLA Mechanicsburg. This will include, but may not be limited to, the following:

1. Assist in acquisition planning and acquisition strategy development, including the review of purchase requests and the determination of the appropriate contracting method.
2. Perform market surveys, identify potential suppliers, and develop and release pre-solicitation notifications and solicitations.
3. Analyze and evaluate offers, bids, and quotations.
4. Conduct negotiations with prospective suppliers.
5. Award, manage, administer, modify, and terminate contractual actions as necessary, and resolve all issues arising from acquisitions executed.
6. Coordinate with the Small Business community to ensure that socioeconomic concerns are appropriately addressed.
7. Strive to help develop new sources of supply, obtain current information concerning material availability, and stay abreast of cost and pricing data and trends.
8. Proactively develop, monitor, and manage DLA Mechanicsburg performance metrics and goals, and take actions necessary to achieve these goals. Also, assess and adapt when changes to these metrics and goals are warranted.
9. Partner with customers, Industry and other DLA and DOD activities to identify and execute strategic and tactical acquisition opportunities that can improve supply chain support.
10. Coordinate with customers to ensure mutual understanding of acquisition goals, expectations, and outcomes.

The Mission and Function statements described above will apply to all three contracting divisions of DLA Mechanicsburg. These three divisions are aligned with our customers to support specific weapons systems and categories of equipment, while at the same time maintaining a supplier-centricity aimed at consolidating workload with our major Industry partners.

## DLA MECHANICSBURG, HULL, MECHANICAL, AND ELECTRICAL DIVISION (DSCC-ZIA)

### MISSION:

To provide full life-cycle contracting expertise and execution for the acquisition of any depot-level reparable items assigned for procurement action to DLA Mechanicsburg. This shall include providing assistance to customers in developing appropriate acquisition strategies, and performing the full range of planning, execution, and administration of contractual actions to help ensure timely delivery of the required supplies.

### FUNCTIONS:

To perform the full-range of contractual support, actions, and functions required to ensure the timely delivery of depot-level reparable items assigned for procurement action to DLA Mechanicsburg. This will include, but may not be limited to, the following:

1. Assist in acquisition planning and acquisition strategy development, including the review of purchase requests and the determination of the appropriate contracting method.
2. Perform market surveys, identify potential suppliers, and develop and release pre-solicitation notifications and solicitations.
3. Analyze and evaluate offers, bids, and quotations.
4. Conduct negotiations with prospective suppliers.
5. Award, manage, administer, modify, and terminate contractual actions as necessary, and resolve all issues arising from acquisitions executed.
6. Coordinate with the Small Business community to ensure that socioeconomic concerns are appropriately addressed.
7. Strive to help develop new sources of supply, obtain current information concerning material availability, and stay abreast of cost and pricing data and trends.
8. Proactively develop, monitor, and manage DLA Mechanicsburg performance metrics and goals, and take actions necessary to achieve these goals. Also, assess and adapt when changes to these metrics and goals are warranted.
9. Partner with customers, Industry and other DLA and DOD activities to identify and execute strategic and tactical acquisition opportunities that can improve supply chain support.
10. Coordinate with customers to ensure mutual understanding of acquisition goals, expectations, and outcomes.

## DLA MECHANICSBURG, COMMUNICATIONS & SURVEILLANCE DIVISION (DSCC-ZIB)

### MISSION:

To provide full life-cycle contracting expertise and execution for the acquisition of any depot-level reparable items assigned for procurement action to DLA Mechanicsburg. This shall include providing assistance to customers in developing appropriate acquisition strategies, and

performing the full range of planning, execution, and administration of contractual actions to help ensure timely delivery of the required supplies.

#### **FUNCTIONS:**

To perform the full-range of contractual support, actions, and functions required to ensure the timely delivery of depot-level reparable items assigned for procurement action to DLA Mechanicsburg. This will include, but may not be limited to, the following:

1. Assist in acquisition planning and acquisition strategy development, including the review of purchase requests and the determination of the appropriate contracting method.
2. Perform market surveys, identify potential suppliers, and develop and release pre-solicitation notifications and solicitations.
3. Analyze and evaluate offers, bids, and quotations.
4. Conduct negotiations with prospective suppliers.
5. Award, manage, administer, modify, and terminate contractual actions as necessary, and resolve all issues arising from acquisitions executed.
6. Coordinate with the Small Business community to ensure that socioeconomic concerns are appropriately addressed.
7. Strive to help develop new sources of supply, obtain current information concerning material availability, and stay abreast of cost and pricing data and trends.
8. Proactively develop, monitor, and manage DLA Mechanicsburg performance metrics and goals, and take actions necessary to achieve these goals. Also, assess and adapt when changes to these metrics and goals are warranted.
9. Partner with customers, Industry and other DLA and DOD activities to identify and execute strategic and tactical acquisition opportunities that can improve supply chain support.
10. Coordinate with customers to ensure mutual understanding of acquisition goals, expectations, and outcomes.

#### **DLA MECHANICSBURG, COMBAT SYSTEMS DIVISION (DSCC-ZIC)**

#### **MISSION:**

To provide full life-cycle contracting expertise and execution for the acquisition of any depot-level reparable items assigned for procurement action to the DLA Mechanicsburg. This shall include providing assistance to customers in developing appropriate acquisition strategies, and performing the full range of planning, execution, and administration of contractual actions to help ensure timely delivery of the required supplies.

#### **FUNCTIONS:**

To perform the full-range of contractual support, actions, and functions required to ensure the timely delivery of depot-level reparable items assigned for procurement action to DLA Mechanicsburg. This will include, but may not be limited to, the following:

1. Assist in acquisition planning and acquisition strategy development, including the review of purchase requests and the determination of the appropriate contracting method.
2. Perform market surveys, identify potential suppliers, and develop and release pre-solicitation notifications and solicitations.
3. Analyze and evaluate offers, bids, and quotations.
4. Conduct negotiations with prospective suppliers.
5. Award, manage, administer, modify, and terminate contractual actions as necessary, and resolve all issues arising from acquisitions executed.
6. Coordinate with the Small Business community to ensure that socioeconomic concerns are appropriately addressed.
7. Strive to help develop new sources of supply, obtain current information concerning material availability, and stay abreast of cost and pricing data and trends.
8. Proactively develop, monitor, and manage DLA Mechanicsburg performance metrics and goals, and take actions necessary to achieve these goals. Also, assess and adapt when changes to these metrics and goals are warranted.
9. Partner with customers, Industry and other DLA and DOD activities to identify and execute strategic and tactical acquisition opportunities that can improve supply chain support.
10. Coordinate with customers to ensure mutual understanding of acquisition goals, expectations, and outcomes.